

# **SOUTH CENTRAL ALABAMA DEVELOPMENT COMMISSION**

## **INTERN**

The South Central Alabama Development Commission (SCADC), a regional agency supporting seven counties and their municipalities in the central Alabama area, is seeking qualified applicants for an Intern position. The position offers potential/negotiable wages, flexible scheduling, and is based in Montgomery, Alabama.

**Description:** Working independently and under supervision, the incumbent will assist the Planning & Economic Development department's staff in a wide variety of planning, economic and community development, and GIS related tasks to include: collecting and analyzing community and geographic data; conducting field and/or income surveys; researching and assisting with the development of grant applications; assisting with grant administration; drafting reports and recommendations; preparing maps, map/geographic data, and other illustrative material for presentation; and other assigned duties. The incumbent may be expected to perform fieldwork in variable outdoor situations, and must be able to operate a vehicle and traverse construction sites and other unimproved areas, if necessary.

**Essential Functions:** The incumbent must have the ability to:

- Research and analyze data and write reports.
- Perform basic graphics/design tasks.
- Complete surveys utilizing laptops, tablets, digital cameras, handheld computers (MS Pocket PC-based), and/or GPS equipment.
- Be reasonably proficient with IBM-compatible computers and peripherals and have a basic working knowledge of the following software programs: MS Office (including Word, Excel, Power Point, Access, and Outlook); a publishing suite; a file compression/ZIP utility; and MS Internet Explorer. Experience with ESRI GIS software and/or other GIS related software is a definite plus.
- Operate basic office equipment including (but not limited to): copier; fax; and adding machines.
- Follow written and oral instructions and deal effectively and professionally with the public and staff.
- Be punctual and responsible in the performance of assigned duties.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**Experience:** Some experience and knowledge of local government operations is desirable, but not required. This position involves public contact; subsequently the successful candidate will possess strong written and oral communication skills. The successful candidate must be willing to potentially work some nights and weekends.

**Education:** Must be currently enrolled in an accredited college or university and major in Planning, Public Administration, Political Science, Geography, GIS, CS/IS, or related social science or information technology fields. Both undergraduate and graduate students are welcome; undergraduates must be in their junior or senior years. A copy of transcripts must be submitted with application. Any application for credit must be referenced and conveyed.

**License and Insurance:** Must possess a valid Class "D" Alabama Driver's License prior to and throughout employment. Must possess automobile liability insurance.

**Application:** Submit cover letter, resume, transcript, and any pertinent information via one of the following methods:

*Mail:*  
SCADC  
Attn: Stacey Webb or Patrick Tritz  
5900 Carmichael Place  
Montgomery, AL 36117-2345

*Fax:*  
334.271.2715 or 270.0038

*Email:*  
[swebb@adss.state.al.us](mailto:swebb@adss.state.al.us) or [ptritz@adss.state.al.us](mailto:ptritz@adss.state.al.us)

**Closing Date:** Open until filled

For more information, please contact Stacey Webb or Patrick Tritz at the above email addresses or 334.244.6903. Information may also be available at: [www.scadc.state.al.us](http://www.scadc.state.al.us).

7 December 2005